California
DEPARTMENT OF TECHNOLOGY
CAREER OPPORTUNITIES GUIDE

The California Department of Technology (CDT) is *the* recognized central information technology (IT) organization for the State of California, providing secure IT and professional services to over 300 customers and 3,000 state, federal, and local government locations.

We are searching for talented, qualified individuals ready to build a career in supporting the operations of some of the largest and most sophisticated computer systems in the State, and working on some of the most complex and highly sought projects, technologies, and software.

Whether you're interested in the field of IT or administrative support services, you'll find we offer excellent opportunities in a comfortable work environment. **Explore our career opportunities and build your career at CDT!**

FEBRUARY 2023

QUESTIONS? / NEED ASSISTANCE?

Sean Singh, CDT Recruitment Officer
sean.singh@state.ca.gov
(279) 203-4826

QUICK RESOURCES

CDT Career Opportunities
https://cdt.ca.gov/career-opportunities/

CDT Job Openings
https://cdt.ca.gov/career-opportunities/job-openings/

How to Apply for a State Job
www.calcareers.ca.gov

CONNECT WITH US

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Benefits

California State benefits may vary depending on applicable labor contract agreements and type of appointment. Below is a general overview of benefits available to most CDT employees. For information on State benefits, visit https://www.calhr.ca.gov/employees/Pages/salary-and-benefits.aspx.

Health Insurance	Select from a variety of comprehensive and low-cost health benefit plans to best meet your family's needs.
Dental Insurance	Select a dental plan that is right for you and your family.
Vision Insurance	Automatically enroll into the State's vision care program.
Retirement Plans	Ensure your retirement by supplementing your state-sponsored pension plan with 401(k) or 457 plan contributions.
College Savings Plan	Save money for higher education (for yourself or someone else) with ScholarShare, the State's 529 college savings plan.
Adjustable Work Schedules	Enhance your work-life balance with an adjustable work schedule, offered for many of our positions based on duties and business needs.
Telework Program	If your position allows, participate in hybrid teleworking.
Paid State Holidays	Receive 11 paid State holidays each year.
Paid Personal Holiday	As a full-time employee, upon qualification, receive one Personal Holiday each fiscal year for a day off of your choice with supervisor approval.
Sick Leave, Vacation Leave, and Annual Leave	Earn sick leave and vacation leave credits or participate in the Annual Leave Program to receive annual leave credits in lieu of traditional sick/vacation leave credits. As your years of State service increase, the vacation or annual leave allowance increases.
Bereavement Leave	If eligible, receive up to three days of bereavement leave for time off due to the death of a family member or someone residing in your immediate household at the time of death.
Military Leave	If eligible, take up to 30 calendar days with pay each year for military leave.
Long-Term Care and Legal Insurance Plans	If eligible, enroll in the State's insurance plan for long-term disability, long-term care, or group legal services.
Peer Support Program	Reduce stress by talking privately, confidentially, and informally at no cost with a volunteer Peer Supporter (trained fellow employee) about any personal or professional issue you're having.
Employee Assistance Program	Find valuable information and resources for you and your family on health, wellness, and work-life balance, as well as confidential consultations and referrals for day-to-day concerns or difficult times.
Employee Recognition Program	Feel appreciated and valued for your contributions to the department. We provide informal and formal opportunities for our employees to be recognized for outstanding accomplishments.
Commute Incentives	Qualify for public transit discounts, transit subsidies, vanpooling, and carpooling.
Free Parking	Enjoy free parking at our Rancho Cordova locations.

☑ INFORMATION TECHNOLOGY SERIES

This series comprises the following nine (9) information technology (IT) classifications used to perform a variety of tasks in support of systems and services in the following six (6) domains or closely related emerging IT fields:

IT CLASSIFICATION & CLASS CODE		IT DOMAIN					
		Business Technology Management	Client Services	Information Security Engineering	IT Project Management	Software Engineering	System Engineering
IT Technician	1400	•	•			•	
IT Associate	1401	•	•			•	
IT Specialist I	1402	•	•	•	•	•	•
IT Specialist II	1414			•	•	•	•
IT Specialist III	1415			•	•	•	•
IT Supervisor I*	1403	•	•			•	
IT Supervisor II	1404	Any domain					
IT Manager I	1405	Any domain					
IT Manager II	1406	Any domain					

* The IT Supervisor I will typically perform tasks in these domains, as they supervise IT Technicians and IT Associates

IT Domain Descriptions

Business Technology Management: The management of information technology resources according to an organization's priorities and needs, including activities such as information technology policy and program development, information technology portfolio management, information technology procurement, service performance management, process reengineering, business analysis, research and development, strategic planning, digital service user experience engagement, content design, and product and delivery strategy.

Client Services: The full lifecycle of end-user device solutions, including evaluation, configuration, provisioning, training, security, tracking, and support for an end-user computing environment.

Information Security Engineering: The security aspects of the initiation, design, development, testing, operation, and defense of information technology data and environments to address sources of disruption, ranging from natural disasters to malicious acts.

Information Technology Project Management: The management or oversight of all phases of the project management and system development life cycles to ensure efficient and effective delivery of a unique information technology product, service, or system.

Software Engineering: The architecture, development, operation, and maintenance of software systems, including user research, user-centric design, development or configuration, programming, enterprise architecture, service-oriented architecture, testing, and implementation of the business application services.

System Engineering: The architecture, design, configuration, operation, and maintenance of systems discovery and planning, design, configure, administer, and sustaining the operation of a defined system. System elements can include network, server, storage, operating system, database, program, hardware, and software.

IT Class Descriptions

The class descriptions listed below are partial descriptions from the State's class specifications **(see the following link for the full State class specifications).**

> 👉 **CRITICAL RESOURCE: Be sure to visit https://www.calhr.ca.gov/state-hr-professionals/pages/1400.aspx for the full State class specifications outlining the characteristic duties and responsibilities and the required minimum qualifications, knowledge and abilities, and probation period for each of the nine IT classifications.**

Information Technology Technician (Class Code 1400): Under initial close supervision, incumbents typically perform routine support tasks within a limited scope typically involving one unit, function, or process, following well-defined procedures in the Business Technology Management, Client Services, or Software Engineering domains.

Information Technology Associate (Class Code 1401): Under general supervision, incumbents typically perform a variety of recurring, well-defined tasks requiring occasional innovative problem-solving within guidelines and a scope that may encompass one or more units, functions, or processes in the Business Technology Management, Client Services, or Software Engineering domains.

Information Technology Specialist I (Class Code 1402): Under direction, incumbents may perform a wide variety of tasks requiring regular innovative problem-solving within broadly stated and non-specific guidelines. The scope typically includes multiple program areas and involves planning, developing, and implementing technological solutions that are essential to the missions of the overall organization, or affecting large numbers of people on a long-term or continuous basis in one or more of the six domains.

Information Technology Specialist II (Class Code 1414): Under general direction, incumbents demonstrate a depth of leadership and expertise in one or more of the six domains; perform a wide variety of tasks requiring innovative problem-solving where guidance is not readily available; optimize and apply architecture solutions for the benefit of the overall organization and play a major role in advising management or formulating information technology strategy and policy within the organization; typically work in the Software Engineering, Information Security Engineering, Information Technology Project Management, or System Engineering domains.

Information Technology Specialist III (Class Code 1415): Expert Advisor Level. Under administrative direction, incumbents demonstrate strategic technical leadership, influence, and expertise that drive the organization's use of technology toward constant improvements; represent the highest level of expertise available in state service within the Software Engineering, Information Security Engineering, Information Technology Project Management, or System Engineering domains; develop the enterprise information technology architecture direction of the organization and advise management and executive level staff on governance and policy that support forward movement; may have extensive decision-making authority and direct the most critical/complex projects where the consequence of error may have a serious detrimental effect on the operating efficiency of the organization.

Information Technology Supervisor I (Class Code 1403): Working Supervisory Level. Under direction, incumbents plan, assign, and review the work of an information technology program or unit and personally perform the most difficult or sensitive work. This level may supervise lower level information technology and support staff.

Information Technology Supervisor II (Class Code 1404): Full Supervisory Level. Under general direction, incumbents plan, organize, and direct the work of one or more information technology programs or units, and

(Continued on next page)

may occasionally perform the most difficult or sensitive work. This level directly or indirectly supervises all lower level information technology and support staff performing work in any domain or combination of domains. At this level, incumbents may also identify, document, and monitor defined service levels and performance management standards; manage contracts; ensure compliance to project management standards; develop scope of work; and participate in vendor/product solution evaluation and selection.

Information Technology Manager I (Class Code 1405): Managerial Level. Under general direction, incumbents have significant responsibilities for formulating or administering organizational information technology policies and programs and for planning, organizing, and directing the work of one or more information technology programs or units, typically through subordinate supervisors. This level may manage the work of lower level information technology and support staff, and may manage work in any domain or combination of domains. In a small or medium department, may serve as the department's Chief Information Officer.

Information Technology Manager II (Class Code 1406): Managerial Level. Under administrative direction, incumbents serve in an executive management role in setting or influencing organizational information technology policy; formulating long-range information technology programs and objectives; and reviewing implementation and conformance of information technology programs with organizational policies and objectives. Incumbents have responsibility for planning, organizing, and directing the work of multiple information technology programs or units, typically through subordinate supervisors and/or managers. In a large department may serve as the department's Chief Information Officer.

IT Class Career Paths & Salary Ranges (Choose Your Path)

⟶ Indicates the paths for either a technical or supervisory career. The levels shown are based upon the maximum salary range for each classification.

- ⟶ Indicates the optional movement between the technical and supervisory paths to gain broader experience. Movement between the paths would typically be by examination.

IT Career Path - Technical
Salary Range $3,783 - $12,668
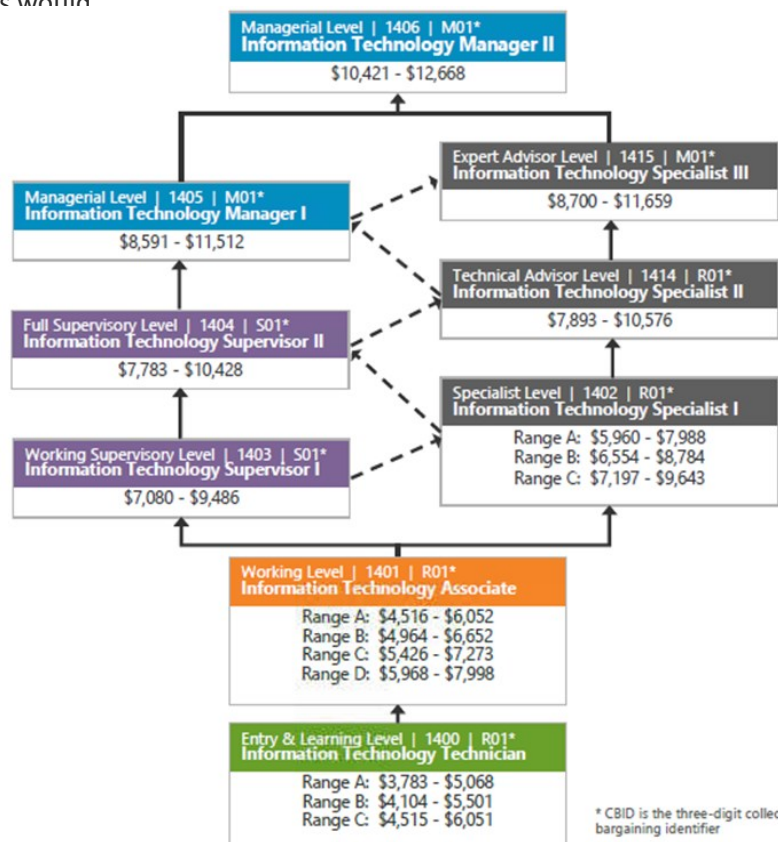Class Specifications │ Pay Scales
Information Technology Technician
Information Technology Associate
Information Technology Specialist I
Information Technology Specialist II
Information Technology Specialist III
Information Technology Manager II

IT Career Path - Supervisory
Salary Range $3,783 - $12,668
Class Specifications │ Pay Scales
Information Technology Technician
Information Technology Associate
Information Technology Supervisor I
Information Technology Supervisor II
Information Technology Manager I
Information Technology Manager II

Managerial Level | 1406 | M01*
Information Technology Manager II
$10,421 - $12,668

Expert Advisor Level | 1415 | M01*
Information Technology Specialist III
$8,700 - $11,659

Managerial Level | 1405 | M01*
Information Technology Manager I
$8,591 - $11,512

Technical Advisor Level | 1414 | R01*
Information Technology Specialist II
$7,893 - $10,576

Full Supervisory Level | 1404 | S01*
Information Technology Supervisor II
$7,783 - $10,428

Specialist Level | 1402 | R01*
Information Technology Specialist I
Range A: $5,960 - $7,988
Range B: $6,554 - $8,784
Range C: $7,197 - $9,643

Working Supervisory Level | 1403 | S01*
Information Technology Supervisor I
$7,080 - $9,486

Working Level | 1401 | R01*
Information Technology Associate
Range A: $4,516 - $6,052
Range B: $4,964 - $6,652
Range C: $5,426 - $7,273
Range D: $5,968 - $7,998

Entry & Learning Level | 1400 | R01*
Information Technology Technician
Range A: $3,783 - $5,068
Range B: $4,104 - $5,501
Range C: $4,515 - $6,051

* CBID is the three-digit collective bargaining identifier

☑ STAFF SERVICES SERIES

Our Staff Services positions are members of the administrative team. As a member of the team, you'll provide support for key decision makers and business processes, plan and organize events, work with internal and external customers, help managers effectively communicate their ideas and plans, and so much more.

- Depending on your career choice, you'll perform work in such areas as administrative systems analysis and policy support, operations, facility and administrative services, financial management, human resources, or procurement/contracting.

- Continuously build and maintain effective communication and working relationships throughout the organization.

- Actively participate in developing and achieving strategic goals through planning, staffing, and budgeting to meet business needs and customer service expectations.

- Keep us on track with staffing, career development, employee engagement, benefits, and workforce investment.

Staff Services Career Path
Salary Range $3,534-$9,945
Class Specifications │ Pay Scales
Staff Services Analyst (General)
Associate Governmental Program Analyst
Staff Services Manager I
Staff Services Manager II (Supervisory)
Staff Services Manager II (Managerial)
Staff Services Manager III

☑ STUDENT POSITIONS

If you're a student, we offer a variety of positions ideal for college students. We value new and creative insights and skills, and encourage continued education. While you do not earn college credit by working for CDT, you will gain valuable experience and insight into how California state government works, which can ultimately make you more competitive for careers in your field of study.

Minimum Qualifications to Apply: CDT contracts with the Foundation for California Community Colleges (FCCC) (https://foundationccc.org/) to provide part-time employment to students in work that is related to their field of study and academic goals. To maintain student employment eligibility, FCCC policy requires:

- Students be currently enrolled in a qualifying institution of higher education. Qualifying institutions include, but are not limited to:
  - CSU or UC institutions; any community college campus; or any private university offering a 4-year degree or credential program, **AND**
  - Also qualifying are institutions of higher education that have an Articulation Agreement (an agreement indicating that units from that institution are transferable) with any of the above institutions.
- Undergraduate students be enrolled in a minimum of six (6) semester-units or nine (9) quarter-units
- Graduate students be enrolled in a minimum of four (4) semester-units or six (6) quarter-units
- Students to maintain a minimum grade point average of 2.0
- Student duties and responsibilities to relate to the student's field of study and academic goals

How to Find or Apply for a Student Position with CDT: You may apply for "Student" positions without taking an exam. To get started, create a CalCareers account (www.calcareers.ca.gov/CalHRPublic/Login.aspx), where you will be guided on creating your State application. To search for available CDT positions, visit the CDT Job Openings page (https://cdt.ca.gov/career-opportunities/job-openings/).

Are These Paid Positions? Yes. Salaries range from $14 - $19 per hour, depending on the type or complexity of work (graduate students generally qualify for the higher range). All positions are part-time and non-benefited.

State Hiring Process

This quick reference guides you through the California State hiring process. If you are new to State service, you must successfully pass an open exam for the classification of interest in order to continue with the hiring process.

Step 1: Create a CalCareers Account

To get started, create your personalized CalCareers account with the California Department of Human Resources (CalHR). Your account will help you manage the entire process from start to finish.

1. Visit the CalCareers website (www.calcareers.ca.gov). Click the "Create Account/Log In" icon.

2. On the "Log In" page, if you have not already created an account, click the "Create Account" button and proceed to #3 below. If you already have an account, enter your User ID and Password.

3. On the "Create a CalCareers Account" page, complete the account information, then click the "Create Account" button. Once you have created your CalCareers account, be sure to keep your User ID and password private.

Step 2: Create Your State Application

When applying for jobs, you will need to submit an *Examination/Employment Application* (STD. 678), which is the State application form.

1. To create your State application, log in to your CalCareers account and click "Application Templates (STD678)" on the left toolbar. On the "My Application Templates" page, click "Create New Template."

2. On the new template, complete all required fields in each section on the Questions, Education, and Experience tabs.

NOTE: You can create up to 10 different application templates. To upload accompanying documents, such as your résumé or certificates, click the "Uploaded Documents" link under the "Application Templates" section.

TIP: When applying for a job, always provide the classification title for which you are applying, as well as the RPA number, job control number, and position number.

If your exam results indicate you are within the first three ranks, write that you are reachable on the classification list (e.g., "List Eligibility"), and attach a copy of your exam results.

TIP: When applying for a job, do not send a generic application or résumé, and never write "See Résumé." Hiring supervisors are looking for **verifiable** duties performed that directly correlate to the Duty Statement.

The Duty Statement provides detailed information on the position's routine tasks. If a department or agency does not provide a link to the Duty Statement on its job posting, call the contact number and ask for a copy.

Step 3: Search for a State Job

Go to the CalCareers website (www.calcareers.ca.gov) to search for State job openings and exams/assessments.

1. **Get a State Job (New to the Working for the State):** If you are new to working for the State, click the "Get a State Job" icon to begin your search.

2. **State Employees:** If you currently work for the State, click the "State Employees" icon to begin your search.

3. **Veterans, Persons with Disabilities & State Retirees:** If you are a veteran, person with a disability, or retired State employee, click on the applicable icon to learn about special programs before beginning your search.
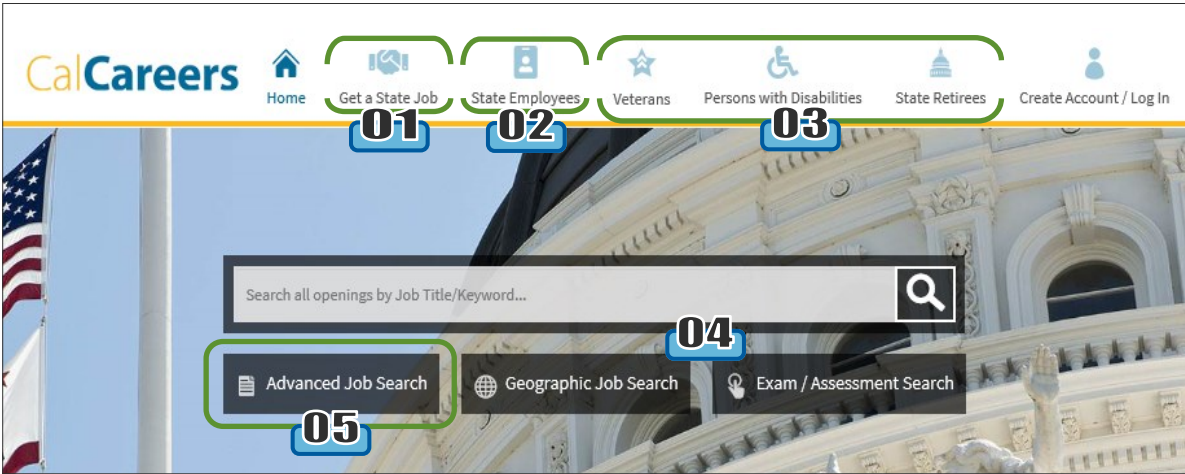
4. To search for job openings, enter the job title (classification) or other keywords in the search bar. To search for a specific job location, click the "Geographic Job Search" button. To search for a job exam, click the "Exam/Assessment Search" button.

5. **Advanced Job Search:** Click the "Advanced Job Search" button to refine your search by keywords, classification, department, location, work schedule, or salary. Or, if unsure of keywords, you can click "Search Job" at the bottom of the page to view all current State job openings.

6. On the "Job Search Results" page, choose your job of interest and click the "View Job Posting" button for detailed information about the job position.

7. On the "Job Posting" page, click the "Apply Now" button at the top of the posting if interested in applying.

TIP: The following are the nine (9) IT classifications used by the State of California. **You must spell out the job title (classification) when searching (e.g., Information Technology, not IT).**

- Information Technology Technician
- Information Technology Associate
- Information Technology Specialist I, II, and III
- Information Technology Supervisor I and II
- Information Technology Manager I and II

8. On the job details page, select the applicable employment eligibility status.

- **I have eligibility:** If you have taken and passed the exam for that classification in the past 6 months.

- **I want to obtain eligibility:** If you have not taken and passed an exam for that classification in the past 6 months.

- **I do not know/Learn more:** If unsure.

Step 4: Search for and Take an Exam

You will need to successfully pass a separate exam for each desired job type (classification). **Review each exam bulletin carefully and be sure to review the minimum qualifications to ensure you meet the experience and education requirements.**

1. On the CalCareers website (www.calcareers.ca.gov), click the "Exam/ Assessment Search" button.
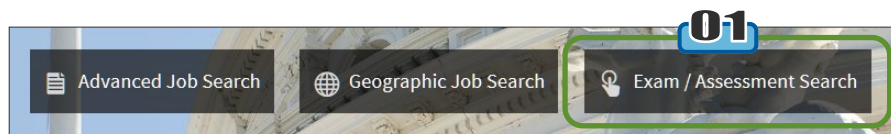
2. On the Exam/Assessment Search page, enter keywords(s) in the "Keyword" field and click the Search" button. If unsure of keywords, click "Search" to view all current State exams/assessments.

3. Your search will populate a list of available State job exams related to your keywords. On the "Exam / Assessment Search Results" page, choose the exam of interest and click the "View Exam Posting" button for details on the exam.

4. Read the exam posting and click the "CLICK HERE" link under the "Where to Apply" section to open the official exam bulletin and to take the exam.

5. **Carefully read the exam bulletin and follow the instructions on how to apply.** If you meet all of the criteria, including the minimum qualifications, in the "Taking the Examination" section, click on the link to take the exam. **NOTE: Not all exams are available online.**

6. Read the "Examination Information" section to learn which type of test will be used (in person vs. online) and how the test will be scored. **Be sure to read and complete each page carefully, as instructions may vary.** For example, application materials for some exams may be accepted ONLY on the internet. Therefore, you would not submit a State Application (STD 678) or hard copy of the application materials.

7. You will receive your exam score either by mail or following completion of an online exam. Your score determines your ranking on the eligibility list. **NOTE: Your eligibility will have an expiration date. The State of California hires individuals within the top three ranks.**

8. Within the next few days, you will also receive your exam results in your CalCareers account (in your "Messages" inbox, as well as in your "Exam/Assessment Records").

Step 5: Apply for a State Job

Once your eligibility has been established, you can begin applying for job openings in the classification for which you have successfully tested.

- **CalCareers Job Applications:** Log in to your CalCareers Account. On the left toolbar, click "Job Applications" for the applications you are working on or have submitted.

- **Employment Inquiry (if applicable):** An Employment Inquiry may be mailed or emailed to those in reachable ranks for a current vacancy. It provides the position classification, location, and address for you to reply by a specified date if you are interested in the job.

Step 6: Prepare for the Hiring Interview

If selected for an interview, prepare by reviewing the position's duties and responsibilities listed on the job bulletin. Acquaint yourself with the organization's mission and functions and how that position contributes. If you are not selected to interview, continue applying for other job openings for which you are qualified.

Step 7: Serve a Probationary Period

Once you have been hired into State service, you will serve a probationary period of 6 or 12 months, depending on your classification. **When you have successfully completed probation, you will attain permanent status as a State employee.** Unsuccessful job performance may lead to rejection during probation and failure to attain permanent status.

Resources

- California Department of Technology Career Opportunities (www.cdt.ca.gov/career-opportunities/)
- State Class Specs (https://www.calhr.ca.gov/state-hr-professionals/Pages/job-descriptions.aspx)
- Civil Service Pay Scale (https://www.calhr.ca.gov/Pay%20Scales%20Library/PS_Sec_15.pdf)
- CalCareers FAQs & Tutorials (https://www.calcareers.ca.gov/CalHrPublic/GeneralInfo/Help.aspx)

FAQs

☑ Applying for California State Jobs

Q: Where can I learn about working for the State in a specific job?

The California Department of Human Resources (CalHR) is the primary point of contact for all individuals seeking employment with the State of California. Visit CalHR's CalCareers website (www.calcareers.ca.gov) for valuable information, resources, and guidance.

- **IT Classifications:** Information Technology Technician; Information Technology Associate; Information Technology Specialist I, II, and III; Information Technology Supervisor I and II; Information Technology Manager I and II; and Career Executive Assignment (CEA). (**NOTE:** CEA position vacancy announcements serve as the exam bulletin.)

Q: I have already taken the exam and found a job/classification that interests me. How do I apply?

Before you can apply for a job with the State of California, you must first create a CalCareers account on the CalHR CalCareers website (www.calcareers.ca.gov). With an account, you can take State civil service exams, store different versions of your State job application, apply for vacancies at 150 departments/agencies, track your application status, and save your résumé, all in one place.

☑ California Civil Service Exams

Q: Why do I need to take a California civil service exam to obtain a job with the State of California?

California has a merit-based civil service selection system. This ensures the State hires and promotes individuals based on job-related qualifications. Before you can work for the State, you need to successfully pass an exam for the job type (classification). All exams given by the CalHR and other State departments/ agencies are listed on the CalHR CalCareers website (www.calcareers.ca.gov). There are exams with specific ending dates, and online exams administered continuously, 24/7.

Q: Are there specific qualifications for exams?

Yes, there are certain experience and education requirements for each civil service classification and exam; these requirements are called Minimum Qualifications. The Exam Bulletin contains the minimum qualifications you must meet at the time of taking the exam. **Read the Exam Bulletin very carefully before applying to take the exam.** To qualify, you may need to possess a certain type and/or number of years of experience, or possess a certain type of degree or college credits in a particular subject. If it is determined that you have taken the exam and do not possess the minimum qualifications, the exam record will be removed.

Q: Does passing an exam guarantee a job with the State of California?

No. Applicants who pass the exam are placed on a list, ranked by their exam score. The State of California has hundreds of departments and agencies utilizing these hiring lists for their recruitment efforts. Once you obtain a passing score, you can apply for positions that match the title of the exam you passed. Each department and agency conducts its own hiring interviews; therefore, **you must apply to each individual department/agency in which you are interested.** Applicants are selected for interview based on the job-related interview criteria developed by the hiring manager for his/her recruitment.

☑ Miscellaneous

Q: **What type of benefits does the State of California offer State employees?**

State employment offers a variety of benefits, including but not limited to employee pensions managed by the California Public Employees' Retirement System (CalPERS); health, dental, and vision plans; and a Savings Plus Program that provides additional opportunities to save for retirement with 401(k) and 457 plans.

For more information, visit the CalHR Salary and Benefits page (http://calhr.ca.gov/employees/Pages/salary-and-benefits.aspx).

Q: **What programs are available for persons with disabilities?**

If you are a person with a disability who (1) has a physical or mental impairment or medical condition that limits one or more major life activity, (2) has a record or history of such impairment or medical condition, or (3) is regarded as having such an impairment or medical condition, you may wish to participate in the CalHR Limited Examination and Appointment Program (LEAP), authorized by Government Code sections 19240 - 19243.4.

For more information, visit the CalHR Limited Examination and Appointment Program (LEAP) page (www.calhr.ca.gov/state-hr-professionals/Pages/limited-examination-appointment-program.aspx).

Get Your Résumé Noticed

Here are tips and tricks to help your résumé stand out from the rest.

☑ Avoid Common Mistakes

- Don't use a generic résumé, weak verbs, filler words, or vague descriptors.
- Don't simply copy your application. Your résumé should complement your application, not repeat it. Instead, summarize your knowledge, skills, abilities, and accomplishments.
- Try to keep your résumé to one or two pages. Don't be too wordy or provide job history that isn't pertinent to the position for which you are applying.
- Beware of a weak format, such as a crowded layout, small or illegible font, or overuse of italics, bold, underlining, or capital letters.
- Be sure to follow directions. If the job bulletin states "Do not send résumé," don't send one.
- *Carefully* proofread every word to catch any spelling or grammar errors. Do not rely solely on spellcheck.

☑ Focus on Pertinent Accomplishments

Focus on your accomplishments, not general duties (your State application should already cover that component).

- Think outcomes and impact.
- Quantify by providing a numerical value to your accomplishment. This helps hiring supervisors see your exact skill sets, and helps Human Resources ensure you meet the Minimum Qualifications for the position.
- Tailor to the knowledge, skills, and abilities the hiring supervisor is *directly* seeking.
- *Carefully* read both the job posting and Duty Statement, paying special attention to sections such as "Desirable skills/qualifications," "Knowledge of," "Essential functions," and "Specific duties include."
- Use strong verbs that *really* capture your accomplishments. It's okay to use verbs directly from the job posting and duty statement; you may use them as much as possible.
- Ask yourself the following questions:
  - What problems/issues have I resolved/do I resolve?
  - What projects have I led and what were their outcomes?
  - What were the outcomes of team assignments in which I played a strong role?
  - What were the outcomes associated with assignments that required oral and/or written communication?
  - What were the results of my excellent customer service and/or troubleshooting efforts?
  - What are my technical, administrative, and/or analytical accomplishments?
  - Did I receive any commendations from past employers?
  - Was I entrusted with increased responsibilities due to my knowledge and professionalism?

State Application Tips

Print	Clear	Save

STATE OF CALIFORNIA - CALIFORNIA DEPARTMENT OF HUMAN RESOURCES
EXAMINATION / EMPLOYMENT APPLICATION
STD. 678   Page 3

Applications will ONLY be processed for active recruitment efforts - see exam bulletin or job posting.

State of California Application

PRINT OR TYPE

APPLICANT'S NAME *(Last)*	*(First)*	*(M.I.)*	CALCAREER ID
Public	John	Q	1234567

MAILING ADDRESS *(Number)* *(Street)*	*(Apt #)*	SOCIAL SECURITY NUMBER (Exams Only)
123 Main Street		

(City)	*(County)*	*(State)*	*(Zip Code)*
Sacramento	Sacramento	CA	95821

E-MAIL ADDRESS	1st TELEPHONE NUMBER		2nd TELEPHONE NUMBER	
john.public@gmail.com	916-555-5555	☐ Work ☑ Home ☐ Other	916-333-3333	☑ Work ☐ Home ☐ Other

EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING **Always provide the classification title for which you are applying, as well as the**
Information Technology Associate **RPA number, job control number, and position number.**
RPA# XX-XXX / JC# XXXXXX / Position# XXX-XXX-XXXX-XXX
List Eligibility **If your exam results indicate you are within the first three ranks, write that you are reachable on the classification list (e.g., "List Eligibility"), and attach a copy of your exam results.**

PERSONNEL USE ONLY

STANDARD EMPLOYMENT QUESTIONS

1. Are you now employed by the State of California? If "Yes," fill in the information below. .... ☑ Yes ☐ No

   Department: CA Department of Technology   Subdivision: Technology Services

2. Have you ever been fired, dismissed, terminated, or had an employment contract terminated from any position for performance or for disciplinary reasons? If "Yes," give details in the "Explanation" section below and refer to the instructions page for further information. .... ☐ Yes ☑ No

3. Have you ever entered into any written agreement with a state agency in which you agreed not to seek or accept subsequent employment with the state or any state agency? .... ☐ Yes ☑ No

4. Have you ever entered into any written agreement with a state agency involving an adverse action, rejection on probation, or AWOL termination, in which you agreed not to seek or accept subsequent employment with a particular state agency? ...... ☐ Yes ☑ No

5. In addition to English, list any other languages you are fluent in:

   a. Verbal fluency in _____

   b. Written fluency in _____

ANSWER THE FOLLOWING QUESTIONS ONLY IF THE EXAM BULLETIN OR JOB POSTING REQUIRES THE INFORMATION

6. For typing applicants only: I certify I can type at a speed of _____ words per minute.

7. Do you meet the minimum and/or maximum age requirements? ...... ☐ Yes ☐ No

8. Do you possess a valid California Driver License? If "Yes," fill in the information below. ...... ☐ Yes ☐ No

   License #: _____   Class: _____   Restrictions: _____

ANSWER THE FOLLOWING QUESTIONS IF APPLYING TO TAKE AN EXAMINATION

9. Enter your preferred county to take the examination, if different from your county of residence: _____

10. Do you need an accommodation to take an examination or assessment? If "Yes," complete the Accommodation form. ☐ Yes ☐ No

NOTE: If you are a veteran, widow or widower of a veteran, or spouse of a 100% disabled veteran, you may qualify for Veterans' Preference. For information regarding Veterans' Preference see www.calcareers.ca.gov or www.calvet.ca.gov.

EXPLANATIONS: Provide details of any response that requires additional information.

CERTIFICATION – IMPORTANT – READ BEFORE SIGNING – YOUR SIGNATURE IS REQUIRED FOR HARD COPY SUBMISSION

I certify under penalty of perjury that the information I have entered on this application is true and complete to the best of my knowledge. I further understand that any false, incomplete, or incorrect statements may result in my disqualification from the examination process or dismissal from employment with the State of California. I authorize the employers and educational institutions identified on this application to release any information they may have concerning my employment or education to the State of California.

APPLICANT'S SIGNATURE	DATE SIGNED
John Public	**January 1, 2023**

APPLICANTS — DO NOT USE THE SPACE BELOW — FOR PERSONNEL USE ONLY

Classes	01	02	03	04	05	06			
WC for Series/Levels									
RC/Flag for Series/Levels									
CODES									

Flags __ __ __ __ __ __
WC ____

FOR PERSONNEL USE ONLY

STATUS   ☐ Accepted   ☐ REJECTED WC

EXPERIENCE	LICENSE REQUIREMENT
EDUCATION	OTHER
STAFF	DATE PROCESSED

APPLICANT'S NAME (Last)	(First)		(M.I.)	CALCAREER ID
Public	John		Q	1234567

EDUCATION

DID YOU GRADUATE FROM HIGH SCHOOL? **☑ Yes   ☐ No**   IF NOT, DO YOU POSSESS A GED OR EQUIVALENT? **☐ Yes   ☐ No**   IF NOT, ENTER THE HIGHEST GRADE YOU COMPLETED?

UNIVERSITY OR COLLEGE — BUSINESS, CORRESPONDENCE, TRADE OR SERVICE SCHOOL, NAME AND LOCATION	COURSE OF STUDY	UNITS COMPLETED SEMESTER	UNITS COMPLETED QUARTER	DIPLOMA, DEGREE OR CERTIFICATE OBTAINED	DATE COMPLETED
CA State University, Sacramento	Computer Science	120		Bachelor of Science	5/13/22

LICENSES – LIST APPLICABLE LICENSES AND CERTIFICATES INDICATED IN THE EXAMINATION BULLETIN.
(If you are an attorney, please indicate the date you were admitted to the Bar under the Issue Date column, if stated on the examination bulletin.)

LICENSE / CERTIFICATION NUMBER	ISSUE DATE	EXPIRATION DATE	IN THE SPACE BELOW, INDICATE SPECIFIC COURSE REQUIREMENTS NEEDED TO SATISFY REQUIREMENTS FOR THIS EXAMINATION

EMPLOYMENT HISTORY – List relevant paid, military and/or volunteer experience that relate to the qualification requirements. List each job separately.

FROM (MM/DD/YY)	TO (MM/DD/YY)	TITLE/JOB CLASSIFICATION (Include Range or Level, if applicable)	SUPERVISOR NAME
1/14/20	Present	Information Technology Associate	John Doe

HOURS PER WEEK	COMPANY/STATE AGENCY NAME	SUPERVISOR PHONE NUMBER
40	California Department of Technology	916-222-2222

TOTAL WORKED	ADDRESS
3 Years	12354 Technical Way, Sacramento, CA 95841

DUTIES PERFORMED

DO NOT SEND A GENERIC APPLICATION OR RÉSUMÉ, and NEVER write "See Résumé" on your application. Hiring managers are looking for duties that directly correlate to the job bulletin and the Duty Statement.

The Duty Statement provides detailed information on the position's routine tasks. If a department or agency does not provide a link to the Duty Statement on their job posting, call the contact number and ask to be sent a copy.

REASON FOR LEAVING